

Caltech HSS Vita Document Class

Kim Border

26-Apr-95
Rev. 22-Oct-2008

This class extends the `article` class and is used to produce a curriculum vitae for the Chairman of the Division of the Humanities and Social Sciences and his henchmen.

The format is very plain. Use it with no options and you will not embarrass yourself with a tacky vita. I recommend the appendix on vitae from *A Handbook for Scholars* by Mary-Claire van Leunen for advice on how to prepare a cv. It recommends the following sections in the following order (blank sections should be omitted): Degrees, Additional education, Experience, Honors, Grants, Memberships (optional, depends on field), Personal information, Publications.

Good taste suggests typesetting your vita in the following point sizes: `12pt` for Assistant Professors and graduate students, `11pt` for Associate Professors, `10pt` for Professors (only half joking).

The `hssvita.cls` class defines three new commands—`\name{}`, `\businessaddress{}`, and `\homeaddress{}`, which are used to insert the appropriate information. Lines in the addresses should, as usual, be separated by `\\`

Each entry on the vita is simply typed as a separate paragraph with no special commands. However, if the command `\new` is put at the beginning of an entry, it will be highlighted.

Also the `\refereed` command can be placed at the front of an entry. Then when the `[refereed]` option is specified, an arrow will appear in the left margin pointing to the refereed article. Without the option, the command does nothing. If you don't like an arrow, you can use something like

```
\renewcommand{\refereedmark}{\bullet}
```

to change it to a bullet point. You might then find the bullet point is too far out in the left margin so you might try

```
\setlength{\refereedwidth}{1em}
```

to move them closer.

You can use the `\refereed` and `\new` together in either order. I wouldn't use a space in between them, but it appears to work.

The class defines three new environments.

- The most important is `vita`, which encloses the vita itself. *The entire content of the vita should be enclosed in `\begin{vita}` and `\end{vita}`.* This environment formats your name and addresses and places the date at the end. Note that the `\name{}`, `\businessaddress{}`, and `\homeaddress{}` commands must come *before* the `\begin{vita}` command.

There is also the `blockpar` environment, which uses a `minipage` environment to produce block paragraphs instead of hanging indentation; and the `references` environment, which is used if you want to include the names and addresses of personal references. It works much like the `\author` command.

The best way to explain its use is by example. See Figure 1 to see the result.

```
\documentclass[11pt,refereed]{hssvita}

\begin{document}

\name{Kim C. Border}

\businessaddress{Associate Professor of Economics\\
Division of the Humanities and Social Sciences\\
California Institute of Technology\\
Pasadena, CA 91125\\
818--356--4062\\
kcb@hss.caltech.edu}

\homeaddress{
517 N.\ Cahuenga Blvd.\\
Los Angeles, CA 90004\\
}

\begin{vita}

\section{Degrees}

BS 1974, California Institute of Technology.

PhD 1979, University of Minnesota.

\section{Experience}
California Institute of Technology. Assistant
Professor of Economics, 1979--1983.\\
Associate Professor of Economics, since 1983.

\section{Publications}

\new\refereed Samurai accountant: a theory of auditing and plunder,
```

```
with J.~Sobel. \textsl{Review of Economic
Studies}~5:\,525--540, 1987.
```

```
\textsl{Infinite Dimensional Analysis: A Hitchhiker's
Guide}, with C.~D.~Aliprantis. Springer--Verlag,
Berlin, 1994.
```

```
\section{Notes on the vita style}
\begin{blockpar}
This is a sample abridged vita. It is only here to
illustrate how to use the style sheet. Note that
you can produce block paragraphs if you wish.
Following this paragraph are some personal references.
\end{blockpar}

\begin{references}
James S. Jordan\\
University of Minnesota
\and
Donald J. Brown\\
Yale University
\end{references}

\end{vita}
\end{document}
```

Since a vita is a personal matter, after you have prepared a vita for the Chairman, there are several customization options. They include

fancy which uses decorative rules to give a B-school sort of look.

justify which right justifies the lines for the anal retentive. By default, lines are set ragged right, since most vita entries do not break nicely.

block which makes block paragraphs instead of hanging.

cv which adds the rubric Curriculum Vitae at the top. Van Leunen argues that this is unnecessary, since it is obvious what a cv is.

stretch which subtly adds extra space between entries and shortens the page length, so your vita will appear longer. (Why would you ever want to do that?)

You may also `\renewcommand` various commands in the preamble to customize behavior.

Kim C. Border

Associate Professor of Economics
Division of the Humanities and Social Sciences
California Institute of Technology
Pasadena, CA 91125
818-356-4062
kcb@hss.caltech.edu

Home:
517 N. Cahuenga Blvd.
Los Angeles, CA 90004

Degrees

BS 1974, California Institute of Technology.

PhD 1979, University of Minnesota.

Experience

California Institute of Technology. Assistant Professor of Economics, 1979–1983.

Associate Professor of Economics, since 1983.

Publications

→ Samurai accountant: a theory of auditing and plunder, with J. Sobel. *Review of Economic Studies* 5: 525–540, 1987.

Fixed point theorems with applications to economics and game theory. Cambridge University Press, Cambridge, 1985.

Notes on the vita style

This is a sample abridged vita. It is only here to illustrate how to use the style sheet. Note that you can produce block paragraphs if you wish. Following this paragraph are some personal references.

References

James S. Jordan
University of Minnesota

Donald J. Brown
Yale University

April 1995

Figure 1: An abbreviated sample vita.

- By default, the home address is prefaced by a line that says Home: It is defined by `\newcommand{\homelabel}{\small Home:}\}` You can eliminate it by `\renewcommand{\homelabel}{}`

- Similarly, there is a (blank by default) label for the office address:

```
\newcommand{\officelabel}{}
```

- The `\referencelabel` is used as the section header for the `references` environment.

```
\newcommand{\referencelabel}{References}
```

The length `\referencewidth` is the width reserved for a personal reference entry. By default it is

```
\setlength{\referencewidth}{.45\textwidth}
```

This allows two references across.

- If you use the `cv` class option, it prints `\cvlabel` at the top, which is by default:

```
\newcommand{\cvlabel}{Curriculum Vitae}
```